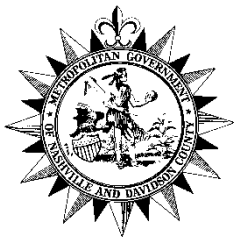




Basic Operating + Project Support | Grant Guidelines

FY17 GRANT CYCLE | FOR ACTIVITIES TAKING PLACE July 2016 – June 2017

Application Deadline: 4:30PM Wednesday, March 30, 2016



*Funding for this program is
provided by the Metropolitan
Government of Nashville and
Davidson County.*

Metro Arts receives operational
support from the:



For assistance with Metro Arts grants, contact Laurel Fisher at (615) 862-6744 or laurel.fisher@nashville.gov



Mayor

Megan Barry

Metro Arts Commission Members

Matt Fischer, Chair

Larry Keeton, Vice-Chair

Don Hardin, Secretary-Treasurer

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Van Maravalli, Public Art Project Coordinator

Judy Miller, Office Coordinator

Ian Myers, Finance Manager

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Cecilia Olusola Tribble, Community Arts
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Caroline Vincent, Director of Public Art

Metropolitan Nashville Arts Commission

Mailing Address:

P.O. Box 196300

Nashville TN 37219-6300

Physical Address (deliveries only, no mail):

800 2nd Avenue South,

4th Floor, Nashville TN 37210

(615) 862-6720 phone ♦ (615) 862-6731 fax

arts@nashville.gov ♦ www.artsnashville.org

Mission + Vision

Metro Arts' vision is that every Nashvillian participate in a creative life and its mission is to drive a vibrant and equitable community through the arts. In 2015, Metro Arts adopted a new 5-year strategic plan *Crafting a Creative City* that articulates three community outcomes that drive our work:

- Stronger Creative Workforce
- Deeper Creative Participation
- More Dynamic, Creative Neighborhoods

We work toward these outcomes through our Public Art and Community Engagement program areas and through partnerships, research and artist development.

PUBLIC NOTICE: Nondiscrimination Policies, ADA Compliance & Accessibility

The Metropolitan Government of Nashville and Davidson County does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed, or ability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other employment practices because of non-merit factors shall be prohibited.

Questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act may be forwarded to Metro Arts' ADA Compliance Coordinator:

Laurel Fisher, Metro Nashville Arts Commission
P.O. Box 196300
Nashville, TN 37219-6300
(615) 862-6720
TTY Relay Service 800-848-0298

Individuals who need auxiliary aids for effective communication in the programs, services, or activities of the Metro Nashville Arts Commission are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made available in alternative formats through the office of the ADA Compliance Coordinator, Monday through Friday, 8:30 a.m. until 4:30 p.m.

PARKING: Metro Arts offices are located in the Metro Office Building of the Richard C. Fulton Complex. The street address is 800 2nd Avenue South, Nashville, TN 37210. Parking is available in front of the Metro Office Building. Metro Arts is located on the 4th Floor.

BUS: This location is walkable from the #6, #12, #15, #18, #25, #34, #36, and #55 buses.

<http://www.nashvillemta.org/Nashville-MTA-Maps-and-Schedules.asp>

WHEELCHAIR ACCESSIBILITY: The Metro Arts office is located on the 4th Floor of the Metro Office Building. Wheelchair accessibility is available via the Lindsley Avenue entrance to the Richard C. Fulton Complex.

INTERPRETATION SERVICES: Should an individual need language interpretation, Metro Arts will secure assistance using a Metro approved over-the-phone or in-person translation service*

En caso de que una interpretación individual idioma necesidad, Metro Artes garantizará la asistencia usando un servicio de traducción Metro aprobado over-the-teléfono o en persona.

الترجمة خدمة بواسطة تخدام المساعدة تأمين ال فنون متروو اللغة، ضرورة ال فردي تفسير يجب
شخصيا أو الهاتف ع بر افق مترو .

如果一个人需要的语言解释，地铁艺术将使用地铁批准过的电话或亲自翻译服务获得援助。

Forward inquiries concerning nondiscrimination policies, other than ADA compliance, to:

Metro Human Relations Commission
404 James Robertson Pkwy, Suite 130
P.O. Box 196300
Nashville, TN 37219-6300

About Metro Arts Grants Program

Metro Arts Grants Program supports small and large organizations through community arts grants. Approximately 75% of Metro Arts' operating budget is distributed in to the community through this program. The Commission adopted a new strategic plan in 2015 that focuses on three community outcomes that drive our work:

- Stronger Creative Workforce
- Deeper Creative Participation
- More Dynamic, Creative Neighborhoods

These three areas of focus guide all Metro Arts activities including Public Art, Artober Nashville, THRIVE micro-funding program, artist development and community arts grants. Basic Operating and Program Grants support – in whole or in part- specific organizations and projects that have been determined to be of sufficient quality and benefit to the community-at-large.

Grant Categories for FY 2017

FY17 Grant Period begins July 1, 2016 and ends June 1, 2017

Basic Operating Support

*NOTE: Metro Arts is not accepting applications from new applicants for Basic Operating Support in FY17. In lieu of a full application, grant recipients from FY16 will complete a reverification process that includes an abbreviated application form as well as updated GivingMatters.com profile information, to receive funding in FY17. The reverification process for FY17 will not include panel review or scoring. Instead, a ranking continuance, based on the scores from FY16 applications, will be used to allocate FY17 Basic Operating Support funding. **This change has been approved by the Metro Arts Commission for this fiscal year only.***

These grants support the general operations of arts organizations in Nashville and Davidson County. Arts organizations are those whose primary mission is to directly support performances, programs, exhibits and the dissemination of artistic content that uses professional artists in creative works. *Basic Operating Support* grant categories are determined by the amount of revenues of the applicant organization's most recently completed fiscal year. Revenues include all funds raised by an organization for its operating budget **except** (1) gifts or bequests restricted to endowment funds, (2) in-kind contributions, and (3) capital project funds. Organizations may also apply for Project Grants (After-School Arts Projects, Arts Access and Creation) if the projects are completely different and have no overlapping funding sources or elements.

Basic Operating Support is divided up by organization budget size. Category definitions are listed here:

Basic 1: \$5,000,000 and above

Basic 2: \$1,000,000 - \$4,999,999

Basic 3: \$100,000 - \$999,999

Basic 4: \$0 - \$99,999

After-School Arts Project Support

This category is open to arts and non-arts nonprofit organizations that provide direct arts programming in an after-school setting. Projects funded in this category will encourage participation in the visual arts, craft, media, music, theater, dance, folk, or literary arts through events, performances, exhibits, classes/workshops, and other arts programs. Expenses that may be considered for funding include artist fees, public performance and exhibition costs, project-related promotion and marketing, arts consultants, artist master classes, materials, supplies, etc. Projects must engage professional artists, adhere to an artistic curriculum, and operate regularly during the 2016-2017 school year. Projects must target schools and/or geographic areas serving primarily at-risk student populations as identified by Metro Nashville Public School and Census Data (www.mnps.org). Priority will be given to projects that target Middle School students (grades 5-8) and work in partnership with an established school or community partner. Applicants can receive up to fifty percent (50%) of eligible program costs, not to exceed \$5,000.

After-School Arts Project	Arts + Non-Arts focused organizations eligible	2+ years history operating as a nonprofit	Request up to 50% of eligible program costs, cannot exceed \$5,000
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Arts Access Project Support

This category is open to arts and non-arts nonprofit organizations that provide direct arts programming that engages at least one of Nashville's traditionally underinvested populations in creative activities or art-making. Targeted underinvested populations may include one or more of the following: seniors, persons of color, different abilities, new Americans, low-income and youth. Projects funded in this category will encourage participation in the visual arts, craft, media, music, theater, dance, folk, or literary arts through events, performances, exhibits, classes/workshops, and other arts programs. Expenses that may be considered for funding include artist fees, public performance and exhibition costs, project-related promotion and marketing, arts consultants, artist master classes, materials, supplies, etc. Applicants can receive up to fifty percent (50%) of eligible program costs, not to exceed \$5,000.

Arts Access Project	Arts + Non-Arts focused organizations eligible	2+ years history operating as a nonprofit	Request up to 50% of eligible program costs, cannot exceed \$5,000
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Creation Arts Project

This category is open to arts-focused nonprofit organizations that are planning to create an original work of art within the FY17 grant period (July 1, 2016 – June 1, 2017). An original work is something that has not previously been completed, performed or exhibited. The work can be in any artistic genre and must include collaboration between individual artists and arts organizations. For example, a Creation project could be a sculpture, film, short story, painting, contemporary dance, musical composition, spoken word, or play, to name a few. Grant recipients in this category must create and complete the project during the FY17 grant period. However, the exhibition or performance of the finished work can take place after the grant period ends. The applicant must commit to making the finished work accessible to the Nashville community-at-large. Applicants can receive up to fifty percent (50%) of eligible program costs, not to exceed \$20,000.

Creation Arts Support	Arts-focused organizations only	2+ years history operating as a nonprofit	Request up to 50% of eligible project costs, cannot exceed \$20,000
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Eligibility and Application Process

Important Dates

New Applicant Grant Workshops	January 25 + 28, 2016
New GivingMatters.com Profile Initiation Deadline	February 10, 2016
Existing GivingMatters.com Updates Deadline	February 24, 2016
New GivingMatters.com Profile Completion Deadline	March 4, 2016
Application Draft Review Deadline	March 9, 2016
Applications + Reverification Deadline	March 30, 2016
Project Grants Panel Review	May 16 + 18 + 20, 2016
Commission Approval	June 16, 2016
Grant Period	July 1, 2016 – June 1, 2017

Applicant Eligibility

The organization (or its fiscal sponsor, if applicable) must:

- Be based in Metro Nashville
- Be tax-exempt under the Internal Revenue Code Section 501(c)(3)
- Produce, present or directly support artistic programs, projects or works
- Be able to meet non-discriminatory employment and personnel practices
- Have a fully completed GivingMatters.com profile by the application due date

**For Basic Operating Support and Creation Arts Grants, the organization must have an arts-focused primary mission.*

Grant Restrictions

- Individual projects cannot receive simultaneous funds from multiple Metro Arts program grants.
- Organizations can only submit one application per grant category.
- Organizations can request up to 20% of their total revenue in Metro Arts grant requests. The 20% limit is determined by using the organization's total revenue from the most recently completed fiscal year. The combined Metro Arts grant requests for FY17 cannot be more than this total amount.
- Organizations that received a Creation grant in FY16 are not eligible to apply for the same category in FY17.
- Metro Arts does not grant funds to government institutions/departments or "friends of" organizations whose primary purpose is to support government agencies or initiatives.
- Metro Arts will not award operational grant funds to organizations who receive operational budget amendments ("line items") from Metropolitan Government of Nashville and Davidson County, except for those that are provided by the Metropolitan Charter.
- The Metro Nashville Arts Commission will review other grant eligibility concerns that are not listed here, on a case by case basis.

Funds CAN be used to support...	Funds CANNOT be used to support...
Salaries	Capital Improvements or Equipment
Artist Fees	Reduction of Debts
Program/Project Supplies	Food and Beverage
Performance Space/Facility Rental	Activities or Programs with Religious Content
Promotion and Printing	Political Lobbying Activities

Matching Funds

All Metro Arts grant awards require a one-to-one dollar match by the organization. This means that the organization must cover at least half of the cost of the program or project with funds not from Metro Arts. Ineligible matching funds include other Metro Arts grant awards and non-cash/in-kind donations.

Financial Statements and IRS Forms 990

- All applicants must post the most recently completed IRS Form 990, 990-EZ or 990-N (e-postcard) to your organization's GivingMatters.com profile by March 30, 2016.
- If your organization receives more than \$500,000 in revenue per year (excluding funds that are from government agencies, non-profit private foundations or calculated as in-kind contributions)...
 - Then the Tennessee Secretary of State requires annual Audited Financial Statements. The most recently completed fiscal year's Form 990 and Audited Financial Statements must be posted and viewable on the organization's GivingMatters.com profile by March 30, 2016.
- If your organization has a January to December fiscal year schedule...
 - Then you may not have your Form 990 and/or Audited Financial Statements available by March 30, 2016. In this case, an application can still be submitted and will be reviewed, however, grant contracts will not be issued until the previously completed fiscal year's Form 990 and audit have been received and reviewed. Completed financial documents must be submitted to Metro Arts on or before June 30, 2016.

How to Submit Your Application

GivingMatters.com

All applicants are required to maintain a GivingMatters.com profile. Profiles are used by Metro Arts staff and panelists to access and review organizational information including mission statements, program descriptions, board leadership, financial information and more. It is important to keep this profile up-to-date as it will be used numerous times during the grant review process. New profiles take some time to create initially but are easy to update on an annual basis. **Grant applicants who don't already have a complete profile on GivingMatters.com must submit new profile request documents to GivingMatters.com no later than February 10, 2016.** After the GivingMatters.com staff create the initial profile, they will provide you with the necessary log-in access to complete the rest of the profile online. **Organizations with new GivingMatters.com profiles must complete their profiles by March 4, 2016. Applicants that have existing profiles must submit updates to GivingMatters.com by February 24, 2016.** For assistance with GivingMatters.com, contact The Community Foundation of Middle Tennessee at 615-321-4939 or contact your GivingMatters.com coach directly.

**For organizations that have a January to December fiscal year cycle, please make all GivingMatters.com updates by the appropriate deadline even if the Forms 990 and/or Audited Financial Statements are still in-progress. Please upload financial documents to GivingMatters.com as soon as they are complete.*

Completing an Online Grant Application

Metro Arts utilizes an online application platform called GO: Grants Online. To start a Metro Arts grant application, go to www.artsnashville.org and click on the *Grants* tab, then *Apply for a Grant*. New program grant applicants will first need to create a User Account in GO. Click the *Help* tab to see a step by step guide on how to create an account. Returning applicants, please use your GO log-in information to access and begin a new grant application. Applications must be completed in full in order to be considered. Applications must be submitted online. No emailed, faxed or mailed applications will be accepted. All applications and accompanying supplemental materials must be submitted by **4:30PM, Wednesday, March 30, 2016**. All applications submitted in GO are time-stamped. Please ensure that applications are submitted before the date and time listed above. Any applications submitted after 4:30PM on Wednesday March 30, 2016, will not be accepted.

Basic Operating Grantees: Reverification Process for FY17

Basic Operating grantees will submit an abbreviated application and provide updated GivingMatters.com profile information as part of the reverification process for FY17. Grantees will not undergo panel review and will maintain the same funding priority determined during the previous year's panel review. Though funding priority will remain the same, actual grant awards may fluctuate depending on the availability of Arts Commission funds.

Organizations who receive operational budget amendments ("line items") from Metro are required to disclose this information via a letter addressed to Executive Director Jennifer Cole. This letter should include a list of operational, capital, and/or in-kind funding and the amounts of each. The letter must be post-marked on or before the grant application deadline of March 30, 2016.

Metro Arts may request that an organization submit a full rather than an abbreviated application as part of the FY17 reverification process if an organization is undergoing dramatic financial, programmatic or management changes. If you believe your organization will have experienced significant changes since the last panel review, please contact Metro Arts staff.

Draft Application Review

Applicants may request a review of draft applications. This step is optional. Simply email Laurel Fisher at laurel.fisher@nashville.gov to request that a member of the Metro Arts staff review the application that you have saved in the GO system. **Draft review requests must be made by Wednesday, March 9, 2016.** Metro Arts staff will read and provide feedback within 10 business days.

Grant Review Process

Application Review

Each grant application is carefully reviewed and scored by a panel of qualified volunteers from the Nashville area. The Metro Arts staff will process the applications and send them to the panelists to review before the panel review date. Prior to the review panel, you will receive an email containing the panel day schedule and an overview of what to expect that day. Being present when the panel reviews the application gives the person applying for funds the opportunity to answer any questions the panelists may have. After each application has been reviewed, the scores are added together and each application will be given an average score. The average score is used to calculate funding recommendations.

Grant Panelists

Panelists are volunteers who live or work in Davidson County and are committed to the arts, cultural equity and community arts access. These individuals have been nominated or have been self-nominated to serve in this capacity. Nominations are reviewed and vetted by Metro Arts staff. The panelists are then invited to serve on a panel with peers from a variety of backgrounds and vocations. They are given all complete, eligible applications from a single grant category to review individually prior to the Panel Review date. Panelists are asked to disclose any conflicts of interest prior to reviewing grant applications. A conflict of interest is a situation in which a panelist has a relationship of some kind with the organization applying for funding from Metro Arts. Metro Arts makes every attempt to ensure these situations do not happen. If a conflict of interest is identified, the panelist will be asked to abstain from scoring the organization's application. Certain Metro Arts' staff and commissioners do attend review panel meetings but do not vote on any application's score or give the panelists advice about scoring.

Funding Recommendations

Based on the panelists' review of the application, each application is given an average score. This score is used to determine the amount of funding each organization will receive. This is referred to as *allocation*. The funding amount correlates with the score the application received. Some requests are funded the full amount that was requested, some are funded a portion of the requested amount and some may not be funded at all. All funding is based on the amount of funding that Metro Arts receives from Metro's General Fund via the city's annual budget.

Panel Notes

Score sheets and panelist notes are filed by Metro Arts' staff. You may contact Laurel Fisher at laurel.fisher@nashville.gov if you would like a copy.

Funding Approval

The Grants and Awards Committee of the Commission reviews the allocations and makes adjustments if necessary. The Committee then presents their funding decisions to the full Metro Arts Commission. Funding amounts are not finalized until the Commission votes to approve them. The Grants and Awards Committee and Metro Nashville Arts Commission meetings are open to the public.

Appeals

All funding decisions made by the Commission are final. An organization can submit an appeal to the Commission to change their vote only if 1) the applicant believes that there was a problem with the grant review process AND 2) the Commission's vote caused the applicant harm. Here are the steps to file an appeal:

- The appeal must be received in writing by the executive director of Metro Arts within fifteen (15) days of the announcement of the funding decision.
- The Commission will review and file the appeal within fifteen (15) days of receipt of the appeal.
- Each written appeal must specifically state the exact nature of the claimed defect in the process, and must specifically state and identify the damage caused by the defect in the process. Written appeals that do not specifically provide this information will be dismissed summarily.
- The panel that considered the contested grant and/or the Metro Arts Grants and Awards Committee will provide a written response to the executive director and a copy to the appellant within fifteen (15) days of the appeal filing.
- The Commission's review will be based on the following information:
 - The information in the Commission's file on the contested grant application.
 - The appellant's written appeal to the Metro Arts executive director.
 - The written response of the panel that considered the contested grant application and/or the Metro Arts Grants and Awards Committee.
 - The oral response of the panel chair and/or the chair of the Metro Arts Grants and Awards Committee to the Commission members' questions during the appeal review.
- The decision of the Metro Nashville Arts Commission is final.

Grant Awards

Grant award notifications will be emailed to the contact person provided on the application. Contracts will be sent via email in the following weeks with instructions on how to complete the final contract.

Record Keeping and Reporting

If awarded a Metro Arts grant, organizations must maintain financial records that clearly show the use of all grant and matching funds. Grantees must file all documents by the report dates determined by

Metro Arts. We understand that proposed budgets change. Please note that if an expense category changes more than 10% than what was originally proposed in the application, a request must be made to Metro Arts requesting approval of the change. At Metro Arts' request, each grantee may be asked to provide documentation of expenditures including, but not limited to, letters of agreement, contracts, purchase orders, invoices, and bills. Final payment of the grant balance will be processed when all final reports are received. Any unmatched and/or unspent funds leftover at the end of the grant period (June 1, 2017) must be returned to Metro Arts. Metro Arts may request the return of all or a portion of the grant funds awarded if a program is not administered as proposed in the application.

Monitoring

As a department of Metro government, Metro Arts is required to review and monitor 10% of the awards distributed annually. Organizations are randomly selected from each Basic Operating category as well as one project grant from After-School Arts, Arts Access and Creation during the grant period. If your organization is selected, you will be notified in advance to schedule a site visit by Metro Arts staff. You will be asked to provide year-to-date grant expenditures, payment records, payroll records and electronic and printed promotional materials showing Metro Arts logo used according to the Metro Arts Credit Policy. Metro Arts staff will contact selected organizations in advance to schedule a meeting time and provide a detailed list of items that will need to be collected and reviewed by Metro Arts staff at the scheduled meeting time. Metro arts may report negative findings to the Metro Arts Commission. Unresolved or recurring negative findings may result in the adjustment of future funding for the program or organization.

For further assistance, please contact:

Laurel Fisher, Grants Manager | 615-862-6744 | laurel.fisher@nashville.gov
